

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 194PAGE
NO. 1.

1. Requesting Agency

MARYLAND BOARD OF PHARMACY

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. MINUTES

Size: 9" x 12" x 3"
Quantity: 3 volumes
Dates: 1916 --
Arranged: Chronologically

All actions of the Board are noted in the minutes, including the names and examination grades of applicants for registration as pharmacists.

RECOMMENDATION: RETAIN PERMANENTLY

2. APPLICATION FOR REGISTRATION AS A STUDENT OF PHARMACY

Size: 8½" x 11" - 4 page form
Quantity: 3 drawers (6 cubic feet)
Dates: 1930 --
File Arrangement: Alphabetical
Annual Accumulation: 2 linear inches
INDEX: 5 X 8 card index

This application shows name, address, age, high school and college attendance. The application is submitted at the time the student enters the School of Pharmacy. If the student has had any practical experience in a pharmacy, employers' affidavits are a part of the application. Attached to the application are sworn affidavits of employers for whom the student works during his vacations. These records are necessary because:

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

L. M. Cantor
Signature

Sec., Maryland Board of Pharmacy
Title

Nov. 9, 1955
Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

11/10/55
Date

Morris S. Radloff
Archivist

NOV 14 1955
Date

J. M. [Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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NO. 2.4.
Item
No.

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6. Recommendation
of Hall of Records
and Board of Public
Works.

1. a year's apprenticeship is required;
2. reciprocal agreements and differences in training requirements of various states.

Change
RECOMMENDATION: RETAIN UNTIL DEATH OF REGISTRANT, OR FOR SEVENTY YEARS, WHICHEVER IS EARLIER, AND THEN DESTROY.

3. PHARMACIST'S APPLICATION FOR REGISTRATION AND RENEWALSSize: 8 $\frac{1}{2}$ " x 11"Quantity: 3 $\frac{1}{2}$ drawers

Dates: 1902 - -

File Arrangement: by year and alphabetical therein

Annual Accumulation: 3 linear inches

~~INDEX: 5X6 CARD INDEX~~

This application for examination as a pharmacist shows the applicant's name, age, address, education, and practical experience; application is notarized. The application also shows whether or not the applicant was rejected or approved as a pharmacist. (Grades are noted in the Minutes of the Board.) Included in the file are applications from out of state pharmacists for registration in Maryland.

Change
RECOMMENDATION: RETAIN UNTIL DEATH OF REGISTRANT, OR FOR SEVENTY YEARS, WHICHEVER IS EARLIER, ~~AND~~ THEN DESTROY.

4. PHARMACY OR DRUGSTORE APPLICATIONSize: 8 $\frac{1}{2}$ " x 11" - 4 pagesQuantity: 3 drawers (4 $\frac{1}{2}$ cubic feet)

Dates: 1950 - -

File Arrangement: County and alphabetical therein

Annual Accumulation: 2 cubic foot

Disposable Amount: 1 cubic foot

Audited by: State

Information shown on the application includes name, address, owner's name, store hours, names of all registered pharmacists employed, with their registration number, names of other employees, U. S. Pharmacopia and National Formulary serial numbers, and a listing of pharmacy apparatus indicating that the required minimum of such apparatus is available. The application is sworn to and notarized. The application must be submitted annually for renewal of the permit. An inspector's report is attached to the application. *Adopted*

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, ~~AND~~ THEN DESTROY.

5. APPLICATION FOR MANUFACTURER'S PERMITSize: 8 $\frac{1}{2}$ " x 11"

(continued)

APPROVED
HALL OF RECORDS COMMISSIONDO NOT
WORK

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 194

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Quantity: 2 drawers (3 cubic feet)
Dates: 1936 - -
File Arrangement: Alphabetical
~~Annual Accumulation: 1 linear inches~~
Audited by: State

Manufacturers of drugs, medicines, cosmetics, toilet articles, and dentifrices must be licensed by the Board annually. The four-page application gives a detailed description of the premises, equipment, operation, products, training and education of supervisory personnel and is notarized. Attached to the application is the inspection report. *(Add - - -)*

RECOMMENDATION: RETAIN FOR FIVE YEARS, OR UNTIL AUDITED, WHICHEVER IS LATER, ~~AND~~ THEN DESTROY.

6. PHARMACY AND MANUFACTURERS PERMITS

Size: 8 $\frac{1}{2}$ " x 11" and 8 $\frac{1}{2}$ " x 6"
Quantity: 1 drawer (1 $\frac{1}{2}$ cubic feet)
Dates: 1952 - -
File Arrangement: Annual by County and alphabetical therein
Annual Accumulation: $\frac{1}{2}$ cubic foot
Audited by: State

This file contains a copy of the permit issued to pharmacies or drug stores and to manufacturers. It shows name, address, date and is signed by the Secretary. After the audit there is no need for this copy of the permit. *(Add: - - - -)*

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

CORRESPONDENCE

Quantity: 5 drawers (7 $\frac{1}{2}$ cubic feet)
Dates: 1950 - -
File Arrangement: Alphabetical by subject or correspondent.
Annual Accumulation: 1 drawer
Disposable Amount: 3 cubic feet

Correspondence concerned with the functions of the Board. It is with Federal, State, local and other state agencies, professional and civic organizations, schools, pharmacists, doctors, laboratories, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS, ~~AND~~ THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

Insert #7 and #8
97.

Malinski
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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ACCOUNTING RECORDS

Quantity: 10 letter boxes (3 cubic feet)

Dates: 1925 - -

File Arrangement: Chronological

Annual Accumulations: 3 linear inches

Disposable Amount: 2 cubic feet

Audited by: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.:

E-1-S

E-1 and E-1/2

DD-1

R-2 (formerly MR-2)

Distribution of Charges

Transmittal

Certificate of Deposit and Bank Deposit Slip

Monthly Report of State Funds Collected and Deposited

Distribution of Unexpended and Obligated Balances

Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A

47-A

100-16

39-A and 40-A

CF-2

CF-1

100/24

27-A

CF-3

Requisition for Supplies

Purchase Order

Out-of-Schedule Requisition for Supplies

Stores Requisition

Copy of Contract Awarded

Capital Fund Requisition for Equipment

Actual Emergency and Repairs Report

Copy of Contract Awarded

Copy of Contract Awarded

Delivery Invoice

26-A

Notice of Award of Contract

52

Credit Memorandum

51

Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)

Formerly BB-1 and BB-2

B.P. Inv. R101

Budget Schedule Amendment Sheet

B.P. Inv. R102

Report of Fixed Assets (annual)

Report of Materials and Supplies (annual)

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HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
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NO. 5.

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	<p>B.P. Inv. 6 BE-40 Budget Form Nos. 1 thru 11</p> <p>Materials and Supplies (annual) Request for Position Action Budget Estimates Fiscal Year (13 pages including farm statement)</p> <p>Others</p> <p>Vendors Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p><u>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.</u></p> <p>PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).</p> <p>PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>TRANSMITTAL FORM E-1 or E-$\frac{1}{2}$ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>